

CLASSIFICATION: CLINICAL MENTAL HEALTH COUNSELOR

Class Code: 2078-23

Date Established: 10-19-94

Occupational Code: 7-7-1

Date of Last Revision: 01-08-15

Exempt Status: Non-Exempt

BASIC PURPOSE: To assess psycho-social information and provide clinical programmed treatment to individuals involved in various state agency settings, under the supervision of a licensed mental health counselor/behavioral health specialist.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Provides individual, family and behavioral therapy utilizing the application of a number of specific therapeutic techniques.
- Plans, designs, selects, and implements clinical treatment intervention for specified problems in order to aid in the rehabilitation of clients.
- Coordinates clinical treatment planning with other professionals and community agencies.
- Attends professional meetings, seminars and workshops to discuss and improve professional clinical skills.
- Trains support staff in use of clinical procedures and therapeutic techniques and may also provide limited supervision for interns, volunteers and peer counselors.
- Prepares clinical evaluations and reports for the department and for outside agencies to assess treatment progress and needs.
- Develops and completes clinical documentation using best practice standards, under the supervision of a licensed professional.
- Provides crisis intervention services utilizing intervention practices consistent with current research relevant to developmental, cultural, age, and disability-specific needs.

DISTINGUISHING FACTORS:

Skill: Requires skill in developing formats and procedures for special applications OR in investigating and reviewing the use of equipment and data for a specialized function.

Knowledge: Requires logical or scientific expertise to resolve problems of a specialized or professional nature in a wide range of applications.

Impact: Requires responsibility for achieving direct service objectives by assessing agency service needs and making preliminary recommendations for the development of alternative short-term program policies or procedures. Errors at this level result in incomplete assessments or misleading recommendations causing a disruption of agency programs or policies.

Supervision: Requires partial supervision of other employees doing work which is related or similar to the supervisor, including assigning job duties, providing training, giving instructions and checking work.

Working Conditions: Requires performing regular job functions in an adverse working environment containing a combination of disagreeable elements which impact significantly upon the employee's capacity for completing work assignments. This level includes work-related accidents or assault.

Physical Demands: Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

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Communication: Requires reviewing summaries and reports and making decisions to solve problems or to achieve work objectives as well as articulating and expressing those solutions and goals. This level also requires formal presentations of solutions and goals to employees and the general public to increase the responsiveness of the agency toward the demands of its client system.

Complexity: Requires coordinating a combination of diverse job functions in order to integrate professional and technical agency goals. This level also requires considerable judgment to implement a sequence of operations or actions.

Independent Action: Requires objective assessment in analyzing and developing new work methods and procedures subject to periodic review and in making decisions according to established technical, professional or administrative standards.

MINIMUM QUALIFICATIONS:

Education: Master's degree from a recognized college or university with a major study in mental health counseling or in a related field with a concentration in psychology or counseling.

Experience: Three years of post-Master's experience in the field of mental health counseling OR three years of pre-Master's experience in the field of mental health counseling under the supervision of a licensed mental health professional OR a combination of these two options, totaling three years of experience.

License/Certification: Any certification or licensure required for a specialized program must be stated on the supplemental job description and approved by the Division of Personnel prior to recruitment.

RECOMMENDED WORK TRAITS: Thorough knowledge of the principles and practices of mental health counseling. Considerable knowledge of individual and group behavior. Thorough knowledge of federal and state laws and regulations affecting mental health areas. Knowledge of rights of privacy and laws of confidentiality of client information. Knowledge of mental illnesses and disabilities and their social implications. Ability to secure and maintain the cooperation of psychiatrists, psychologists and other related professionals. Ability to prepare written reports. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.